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# Section 13.7 PARAMS MENU Financial Data Multipurpose Code

Purpose	This section provides the procedures for a user to add, update or delete Multipurpose Codes used to validate coding blocks.	
Window Name	Multipurpose Code	
Reminders	<ol> <li>The Multipurpose Code window is accessed through the Params, Financial Data, M - Multipurpose Code items on the menu bar.</li> <li>The Multipurpose Code window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is FACS Agency Code. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if there was only one selection in the Selection List window, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed.</li> <li>Once the Detail Data window is displayed, a user may add, update or delete Multipurpose Code data.</li> </ol>	
References	No specific references	

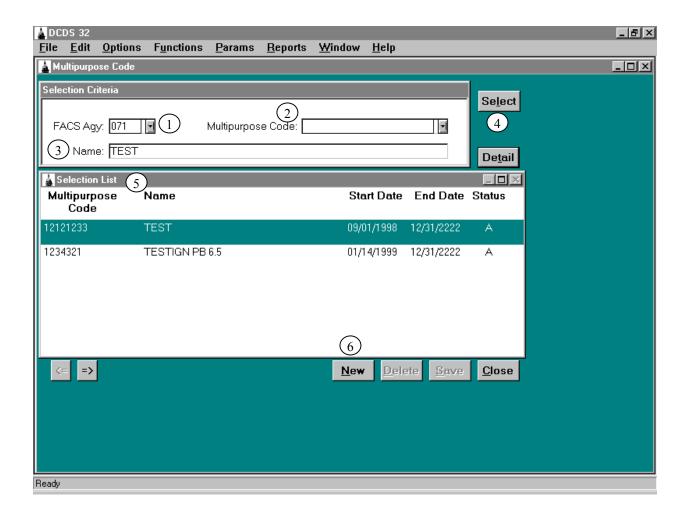
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### **Multipurpose Code**

The following window is displayed when  $\underline{P}$  arams,  $\underline{F}$  inancial Data,  $\underline{M}$  - Multipurpose Code is selected from the Menu bar. The steps are described on the following page.



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## **DCDS Input Procedures - Multipurpose Code (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	FACS Agy*	Select the appropriate Financial Administration Control System (FACS) code from the dropdown list or enter the code. If a new code is being added, click on the New button, this will display the Detail Data window.
2	Multipurpose Code	Select the appropriate Multipurpose Code from the dropdown list or enter the code. A FACS Agency code must be selected before a Multipurpose Code can be selected.
3	Name	Enter the name of the code. This may be entered without selecting a Multipurpose Code.
4	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one multipurpose code was found. However, if only one is found the Detail Data window will automatically be displayed.
5	Selection List	Highlight the Multipurpose Code to be updated and click the Detail button. The Detail Data window will then be displayed.
6	New Button	Click on the New button, if adding a Multipurpose Code.

<sup>\*</sup>indicates a required field that must be entered.

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## **Multipurpose Code (Selection List)**

The following information is displayed:

Field Name	Description
Multipurpose Code	The Multipurpose Code selected.
Name	The title of the Multipurpose Code.
Start Date	The date the Multipurpose Code displayed became applicable.
End Date	The date the Multipurpose Code displayed is no longer applicable.
Status	The Status Code indicates if the Multipurpose Code is Active (A) or Inactive (I).

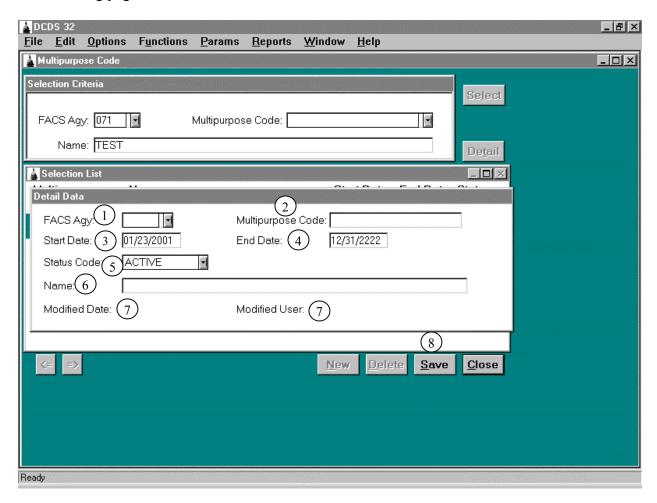
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#### **Multipurpose Code**

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.



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## DCDS Input Procedures Multipurpose Code

Follow the steps below to add, update, or delete Multipurpose Codes

Step	Field Name	Action		
Add N	Add Multipurpose Codes			
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a Multipurpose Code information.		
Updat	Update Multipurpose Codes			
	Detail Button	Enter the required selection criteria and click the Select button. Highlight the Multipurpose Code in the Selection List window to be updated.		
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Multipurpose Code information.		
Delete Multipurpose Codes				
	Delete Button	Enter the required selection criteria and click the Select button. Highlight the Multipurpose Code to be deleted.		
		Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Multipurpose Code information.		
		Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Multipurpose Code displayed in the Detail Data window.		

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## DCDS Input Procedures Multipurpose Code - Detail Data Window

Follow the steps below to add or change Multipurpose Code information.

Step	Field Name	Action
1	FACS Agy*	Select the appropriate Financial Administration Control System (FACS) Code from the dropdown list or enter the code when a <b>new</b> code is being established. When changing a Multipurpose Code, this field cannot be accessed, the cursor automatically goes to the Start Date field.
2	Multipurpose Code*	Enter the appropriate Multipurpose Code.
3	Start Date*	Enter the date the Multipurpose Code takes effect when entering a <b>new</b> code. The default is the current date.
4	End Date*	Enter the date the Multipurpose Code will no longer be applicable.
5	Status Code	Select Active or Inactive.
6	Name*	Enter the title of the Multipurpose Code.
7	Modified Date/Modified User ID	Displays the date the last time a modification was made and the user ID of the person who made the modification.
8	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the Multipurpose Code information.

<sup>\*</sup>indicates a required field that must be entered